
Flockjay

Catalog

March 2021 -- December 2021

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<https://flockjay.com/>

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Mission

Flockjay is an online academy that trains jobseekers to work as sales development representatives at top technology companies.

Flockjay's mission is to make careers in the technology industry accessible to people from nontraditional backgrounds. We believe that education and access change lives, and every member of the workforce deserves economic opportunity.

Diversity is key to our mission. We are committed to increasing opportunities for historically underrepresented groups (HUGs) and believe that the students ("Tech Fellows") we are training will have a significant and positive impact on the landscape of the technology industry.

Facilities

Flockjay's administrative location 650 California St, San Francisco, CA 94108. All instruction occurs online. Our faculty and staff have access to several laptops with webcams for course delivery and education software (Zoom, Google Drive, Google Slides, Google Sheets, Airtable, Litmos, Calendly, Flockjay.com/portal) for virtual classrooms, whiteboards, assignments, resume preparation and interview coaching.

Equipment

All Flockjay students are required to have access to a personal computer with reliable, fast access to the internet that can stream and support live video. Recommended operating systems are (in descending order): macOS, Windows 10, Ubuntu. Other versions of Windows will work but students should anticipate occasional technical difficulties.

Tablets are acceptable **only** if they have the capacity to have more than one window up at a time.

Students will use Zoom, Google Chrome, and Slack software, which students may download free of cost.

Admissions

In order to be admitted into Flockjay, students must possess a high school diploma or its equivalent. Flockjay does not admit ability-to-benefit students.

Our admissions process includes completion of an online application with writing samples and an online interview conducted by an admissions advisor.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION
The transferability of credits you earn at Flockjay is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Flockjay Sales Development Representative Program is also at the complete discretion of the institution to which you may seek to

transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Flockjay to determine if your certificate will transfer.

Flockjay does not accept credits earned through transfer credits at other institutions, challenge examinations and achievement tests, or prior experiential learning. Flockjay has not entered into any articulation or transfer agreements with any other college or university.

Flockjay does not offer visa services or English language services. All instruction occurs in English. English language proficiency is documented by an admissions interview, writing samples, and videos submitted by prospective students.

Admissions Deferrals

Precourse work must be complete prior to the class start date. Exceptions relating to illness, injury, or other extraordinary circumstances like family emergencies may be made with explicit written consent from a Flockjay instructor or staff member.

Failure to complete these tasks and assignments could jeopardize your place in the current cohort. Flockjay reserves the right to revoke your acceptance and ask that you defer to a later cohort if you fail to complete these items.

The Flockjay Sales Development Representative Program

Flockjay's Sales Development Representative program is focused on the mastery of sales fundamentals for careers in the technology industry. Throughout the program, students will learn how to generate, nurture, and qualify inbound and outbound leads, the primary responsibilities of a sales development representative. After completing Flockjay, you will be prepared for an entry level role in a sales organization at a technology company.

160 hours, 10 weeks

- Week 1&2: The Art and Science of Sales
 - Learn what it means to be an SDR in technology
 - Unit Hours: 32 hours (16 hours / week)
- Week 3&4: Inbound Sales
 - Qualify your leads and learn to focus your time on the best customers
 - Unit Hours: 32 hours (16 hours / week)
- Week 4-6: Outbound Sales
 - Master the art of prospecting and find the right buyers
 - Unit Hours: 32 hours (16 hours / week)
- Week 7-8: Sales Tools
 - Become a pro using modern technical sales software
 - Unit Hours: 32 hours (16 hours / week)
- Week 9-10: Job Readiness and Interviews

- Put it all together and launch your new career in the technology industry
- Unit Hours: 32 hours (16 hours / week)

The Flockjay Sales Development Representative Program prepares graduates for the following job classifications using the United States Department of Labor's Standard Occupational Classification codes: 41-4011 Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products and 41-4012 Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products.

Learning Resources

At Flockjay, you will be given access to learning resources that accompany in-class content and instruction. These are virtual resources that you have access to at these two locations:

In-class assignments, grades, and weekly assessments:

<https://app.flockjay.com/portal>

Class recordings, slides, and homework assignments will be during class at and remain available to Tech Fellows after graduation: <https://app.flockjay.com/portal>

During admissions, you will gain access to Chirp, our internal Flockjay page. You will also gain access to Litmos, our LMS. Student Success Advisors on staff who are tasked as guides to assist you with using these resources.

Distance Education Disclosure

The approximate number of days that will elapse between Flockjay's receipt of student lessons and Flockjay's transmission of its response or evaluation is 5 days.

Tuition

Students may pay tuition in the form of an upfront payment or a signed Deferred Tuition Agreement. Full tuition (total charges) for the program is \$7,650.

Upfront Tuition Option

The cost of the program is \$7,650. Students who reside in the US but are **not** residents of California may pay a discounted up-front tuition rate of \$6,000. Due to state rules and regulations, Flockjay is unable to offer any tuition discounts for residents of California.

Upfront Tuition can be paid all at once, or in two equal installments.

If you choose the upfront payment option:

- Initial tuition payment, either full or partial must be paid by Day 1 of class or before
- The remaining tuition fee must be paid before the start of the 6th week of class

Deferred Tuition Option

Students may choose to sign a Deferred Tuition Agreement that would allow a student to defer tuition payment until a student has graduated or otherwise left the program.

Deferred Tuition Agreements are only available to students who are US citizens or permanent residents.

Students may switch funding options from the deferred tuition option to the upfront payment option at any date before graduation from Flockjay; provided that if a student desires to switch to the upfront payment option after the first Friday of class, the student is responsible for the entire tuition fee payment in one installment at the time of the switch.

Cancellation, Withdrawal and Refund Policies

A notice of cancellation shall be in writing by the student and sent to success@flockjay.com.

A withdrawal may be effectuated by the student's written notice. Flockjay reserves the right to withdraw a student if the student has met any of the following conditions: 1) Failure to meet pre-work requirements; 2) Failure to meet course requirements; or 3) Violation of the Code of Conduct.

Flockjay will refund 100 percent of the amount paid for institutional charges, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Flockjay will return unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. Students who have completed more than 60 percent of the period of attendance shall not receive a refund.

Flockjay will pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Student Tuition Recovery Fund (STRF)

The current STRF charge is \$0.50. You can read more about the STRF under the catalog's Regulatory Disclosures.

Student Achievement Standards

Attendance & Participation

Attendance is required as it is critical to success in the program. Attendance is monitored closely.

Absences in the first two weeks of class will risk a Tech Fellow's place in class, as this is when Tech Fellows will be sorted into the learning groups. Tech Fellows must communicate with a designated Flockjay Success Advisor if they will not be able to attend any day during the first two weeks.

Tech Fellows may miss no more than 15% of live class hours and are required to connect with a Flockjay Student Success team member regarding missing hours. Missing more than 15% of class may result in deferment to a later class or removal from the program, determined on a case by case basis.

Tech Fellows must be sure to contact their Success Advisor if they are looking to have an absence excused. Excused absences for reasons such as illness, injury, or family emergencies will be decided on a case by case basis.

Participation is part of attendance reporting. If a Tech Fellow is not able to have their camera on, if they are not prepared when called on or if their audio is not working, they may receive a deduction from their attendance grade from that day.

Attendance is recorded as follows:

- 1- Present and on time
- .7 - Tardy but communicated ahead of time
- .5- Tardy, camera off or audio not working with no prior communication
- .2- Absent but communicated ahead of time
- 0 - Absent with no communication

Nightly Homework

Homework is assigned nightly to reinforce learning from that day. Tech Fellows must complete all homework before 5:00pm PT the next day for full credit. If Tech Fellows are unable to complete the homework by the deadline, but are able to complete it within 1 week of the deadline, they will receive partial credit. Anything not turned in within 1 week will be marked as incomplete. Tech Fellows are responsible for nightly homework even in the case of absences unless they have communicated with a Flockjay Student Success Advisor and the Student Success Advisor has approved the extension.

Weekly Assessments (Certifications)

During the course, students will have several assessments, sometimes referred to as Certifications. Weekly assessments allow Flockjay to assess student progress through the course material, identify areas of practice, and assign individual help. They are assigned on Thursday at 8:00pm PT and are due before class the following Monday (4:59pm PT).

Weekly assessments are graded out of 100%. A passing grade is considered a 75% or above. If a student does not pass a weekly assessment, they will be asked to retake the exam by their Student Success Advisor. Students may not progress further in the Flockjay program if they do not pass a weekly assignment within two weeks of being assigned.

Weekly assessments, in conjunction with homework and project based assignments are added together to create an overall skills mastery score. A total skills mastery score of 85% is required to complete the course.

During the course, your trainers will also evaluate your professionalism score. We define professionalism as

1. Presentation: showing up to class in appropriate attire, with an appropriate background and remaining present for the entirety of the class and
2. Situational Awareness: Following the behavioral expectations laid out by instructors

Faculty is given a rubric to evaluate professionalism of each student on a scale of 1 to 4. A score of 3 or above is required for graduation.

Faculty collects data to determine professionalism score throughout class. Faculty are required to provide qualitative data to each student along with their professionalism score.

If Flockjay determines a student is falling behind in the course, a Student Success Advisor will proactively reach out to the student about the best path forward.

Graduation Requirements

In order to graduate from the Flockjay Sales Development Program, Tech Fellows must

- Have an attendance rate of at least 85%
- Achieve a skills mastery score of at least 85%
- Maintain a Professionalism score of 3 or above (ranked out of 4)

*Skills Mastery Score = homework submissions and weekly certification

Pework

Pework is required before you begin the Flockjay Sales Development Representative Program. You will be sent an email with your prework and instructions on how to complete it after being formally admitted into the program.

Dismissal

Flockjay does not provide a probation option. If a student is not meeting the student achievement standards described above, Flockjay will dismiss the student, and the student's Deferred Tuition Agreement or tuition refund will be prorated as described in the refund policy.

Leave of Absence

A student may request a leave of absence in writing to his or her Student Success Advisor. Leaves of absence must be approved in writing by the Student Success Advisor. If a student does not return by the approved date, Flockjay will dismiss the student and refund any tuition pursuant to Flockjay's refund policy.

Student Rights and Responsibilities

Code of Conduct

Flockjay is challenging by design. We move quickly and each day builds upon the previous. To ensure your success, we've outlined several guiding principles to follow.

- Participate - We expect each student to actively participate in the course by attending all lectures, having an online presence during course hours, engaging with instructors and Student Success Advisors, and collaborating with other students. Participating is the biggest indicator of success.
- Complete All Coursework - The best way to get better at sales is more sales. We expect students to complete each and every assignment given as part of the course. Even if you know a concept, repetition is key to solidifying the foundation of your knowledge.
- Ask for Help - If you feel lost or are stuck on an assignment, it's your responsibility to reach out to your instructors, coaches, or fellow students for help. We can only provide support if you let us know. We may not always give you the answer, but we will provide you with the tools to derive the answer on your own.
- Integrity - Asking for help and researching online is a key part of learning, however, you cannot use answers you did not write. Do not shortcut your education by cheating. If you put in the effort, you will reap the reward.
- Respect - We're fortunate Flockjay students and staff have extremely diverse backgrounds. Contribute to creating a positive experience for everyone by being respectful in your communications (sarcasm translates poorly via text and online chat). Do your part to make Flockjay a welcoming place to learn by encouraging your fellow classmates, offering support, and listening to others.
- Professionalism - Flockjay is a professional environment. We expect students to act accordingly. Punctuality, timeliness, accountability, and open communication are crucial, not only for your success here at Flockjay, but also in your careers afterward. The professional expectations we require of our students are the same your future employers will expect of you. A good rule of thumb is: if you wouldn't do or say a thing in front of an employer or colleagues at your job,

don't do it here at Flockjay. Additionally, professionalism includes protecting internal intellectual property.

- No Harassment Policy - Flockjay is a place to learn. We aim to create an environment of mutual trust and the absence of intimidation, oppression, and exploitation. Students and staff should be able to work and learn in a safe, yet stimulating atmosphere. As such, Flockjay will not tolerate any form of harassment, verbal or physical conduct, designed to threaten or intimidate others. We succeed when we fly together.

Other Policies

- Alcohol and Other Drugs - Tech Fellows are expected to abide by local laws and regulations regarding the use of alcohol and other drugs. While participating in Flockjay programs and activities it is required that all Tech Fellows, regardless of local laws and regulations refrain from drinking, smoking, vaping, or ingesting pills. Visibly smoking or vaping during class will result in a conversation with the Success Team. If behavior does not cease, the Tech Fellow may be asked to leave the program.
- Weapons and Firearms - Tech Fellows are expected to abide by local laws and regulations regarding the use and possession of weapons. While participating in Flockjay programs and activities it is required that all Tech Fellows, regardless of local laws and regulations refrain from welding, displaying, or using weapons or weapon paraphernalia. This includes but is not limited to: firearms, explosives, and knives.
- Screenshots, recording class and Sharing Flockjay branded material - Tech Fellows are prohibited from making an audio recording, screenshot, or video record of Flockjay content or a person(s) without explicit permission from Flockjay and/or the person(s) involved. To store, share, or distribute such records by any means is also prohibited, including the unauthorized recording of personal conversations, images, meetings, or activities. If an issue in class arises, the Success Team will follow up with any next steps.

Violations

Violations of the Code of Conduct may result in deferral or removal from the program. When determining if a student has violated a policy, Student Success staff or the Learning Team gather available information on the incident to determine if the violation is "more likely than not" to have occurred. Determinations will be made by a member of the Learning Team. Tech Fellows will be notified of the alleged violation and have an opportunity to meet with a member of the Learning or Success team. If a Tech Fellow is found to be responsible for a violation of the Student Guide, Code of Conduct, or other published policies, the Student will be notified of the decision, along with any resulting outcomes up to, but not limited to being removed from platforms, repeating curriculum or a portion of the program, or removal from Flockjay.

Flockjay reserves the right to immediately remove a student from the program without notice or opportunity for a hearing for behavior deemed to be disruptive to the learning environment and/or not in line with Flockjay's mission, values and goals.

Complaints

Tech Fellows should communicate concerns or complaints to success@flockjay.com via email or to the Success Slack channel.

In each of the first nine weeks of the program, Tech Fellows are asked to fill out a weekly survey. Surveys are reviewed by the Success Team on the next work day and any noted concerns result in a member of the Success Team following up with the Tech Fellow immediately.

If a Tech Fellow does not feel comfortable waiting until the end-of-week survey, they are encouraged to discuss concerns directly with Student Success Advisors. If the instructor or Student Success Advisor is not able to resolve the concern, the student may file a written description of the concern to Hayley Crown at Hayley.crown@flockjay.com, who will investigate the concern and provide a written response.

If a concern stems from a written conversation via Slack or Zoom chat, screenshots may be taken and used for the purpose of reporting this concern directly to Flockjay staff, but should not be shared on other channels (i.e. should not be posted within Slack channels to other Tech Fellows).

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free telephone (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site at www.bppe.ca.gov.

Student Services

During the 10 Week Course

The 10 week program is focused on mastery of sales fundamentals for careers in the technology industry. Throughout the program, students will learn how to generate, nurture, and qualify inbound and outbound leads, the primary responsibilities of a sales development representative. Flockjay students will also receive interview coaching, and resume feedback for success in the job search process. See section above titled “Flockjay Sales Development Representative Program”.

Enrolled students will work with Flockjay on job applications and interviews for the duration of the 10-week course. Students desiring to participate in Flockjay’s placement services will enter into a job search agreement with Flockjay if and/or when they are eligible.¹

Career Support and Services Post Graduation

Flockjay works directly with top hiring technology companies (called hiring partners) to help place Flockjay graduates. The Career Services Team acts as a liaison between hiring partners and Flockjay graduates and assists with scheduling interviews. Flockjay assists in placement services and does not guarantee job placement.

Flockjay graduates become eligible to work with the Career Services Team upon passing the qualification test that is administered in the last few weeks of the 10 week program. The qualification test is a

¹ Tech Fellows may be offered to work with the Career Services Team for placement with hiring partners prior to graduation in some instances based on exceptional performance during the course. In the event a Tech Fellow is placed with a hiring partner before graduation, the Tech Fellows is highly encouraged to complete the remainder of the course to maximize chances of success on the job and in order to be granted a certificate of completion from Flockjay.

multi-stage process, testing mastery of sales fundamentals taught during the 10 week program. Qualification interviews during week 9 of the course and more information is provided in the weeks leading up to the qualification window. Students may retake the qualification test upon failing the test once to become eligible for Career Services. Failing the qualification interview does not impact graduation status.

Student Records

Consistent with the California Education Code, Flockjay will maintain a file for each student who enrolls in the institution whether or not the student completes the educational service. The file shall be maintained for at least five years and contain all of the following pertinent student records:

The name, address, e-mail address, and telephone number of the student;

- Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution;
- Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
- Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
- Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and
- A transcript showing the courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal; and the name, address, website address, and telephone number of the institution;
- A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
- Copies of any official advisory notices or warnings regarding the student's progress; and
- Complaints received from the student.

We will maintain, for each student granted a certificate of completion from Flockjay, permanent records of all of the following:

- The certificate granted and the date on which that certificate was granted;
- The courses and units on which the certificate was based; and
- The grades earned by the student in each of those courses

Flockjay will maintain, for a period of not less than five years, records of the following information:

- The educational programs offered by the institution and the curriculum for each
- The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty

Flockjay will permanently maintain student transcripts.

- Digital copies of student transcripts will be securely maintained by Flockjay.
- Digital transcripts are backed up daily (every 24 hours).

- The database that holds all of Flockjay's student transcripts are located on an Amazon Data Server located in the Ohio Region.
- Backups are also maintained at the same location.

Faculty

Flockjay has contracted with sufficient duly qualified faculty members who meet the qualification of 5 C.C.R. section 71720.

Faculty Information

Hayley Crown

Education: Brown University; Relay GSE, M.A.T; Stanford GSE, M.Ed

Experience in Education: 7+ years

Julia Tran

Education: University of Southern California, Ed.D, Educational Leadership

Experience in Education: 10+ years

Toby Ukandu

Education: University of Phoenix, B.A., Business Administration and Management

Experience in Technology Sales: 5+ years

Teila Evans

Education: Western Washington University, B.A., Business Development

Experience in Technology Sales: 5+ years

Lauren Lovelace

Education: Fashion Institute of Design and Merchandising, B.A.

Experience in Technology Sales: 5+ years

Hayley Britt

Education: University of Oregon, B.A., Business Administration and Management

Experience in Technology Sales: 5+ years

Ian Harriman

Education: University of Redlands, B.A., Government, Public Policy Analysis

Experience in Technology Sales: 4+ years

Marie-Therese Grant

Education: University of Texas at El Paso, B.A. Media Advertising and Communication Studies, MBA

Experience in Technology Sales: 5+ years

Michele Charles

Education: Stanford University, B.A. Human Biology

Urban Teacher Education Program - University of Chicago, Masters of Arts in Teaching,
Experience in Technology Sales
Sales: 3+ years

Sidney Garcia

Education: University of San Diego, B.A. Biochemistry & Cell Biology, M.A. Cell Physiology
Experience in Technology Sales: 2+ years

Regulatory Disclosures

Flockjay is a private institution approved to operate by the California Bureau for Private Postsecondary Education (pending). Approval to operate means compliance with state standards as set forth in the California Education Code and 5, California Code of Regulations. Flockjay is not accredited by an accrediting agency recognized by the U.S. Department of Education.

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Flockjay does not participate in federal or state financial aid programs. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

Flockjay does not have a pending petition in bankruptcy and is not operating as a debtor in possession. Flockjay has not filed a bankruptcy petition within the preceding five years, nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Flockjay does not have dormitory facilities under its control. Flockjay is not responsible for finding or assisting a student in finding housing. According to Rentals.com, in San Francisco, rental properties start at approximately \$1,200 per month.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Address: 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Web site Address: www.bppe.ca.gov
Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897